

Georgia Municipal Association's Exhibitor Name Badge & Housing Form

Savannah International Trade Center – Savannah, GA

June 22 - 26, 2018

Badge Registration Deadline: May 25, 2018

***ALL EXHIBITOR BOOTH PERSONNEL** must be officially badged to gain admittance to this event. This form must be used to obtain EXHIBITOR BADGES for any employee of your company who will be ACTUALLY STAFFING YOUR EXHIBIT during the Exposition move-in, show open, and/or move-out hours. (PHOTOCOPY AS NEEDED) Each exhibiting company will be allotted five (5) exhibitor badges for booth personnel per 10'X10' booth unit purchased. Additional badges over and above the allotted complimentary quantity will be required to pay a cost of TBD per each additional badge.

Please complete the section below to obtain the Exhibitor Booth Personnel Badge.

If you require housing, please also complete the section to the right.

Name _____

Title _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Booth Number _____

Check one:

_____ Complimentary Badge _____ Paid Badge (\$10)

Credit Card Authorization: GMA Meeting Services is authorized to use the card below to pay applicable registration fees.

Name Badge Fee Payment Information:

- Charge my NAME BADGE FEES to VISA, MASTERCARD or AMEX listed below
- Check for NAME BADGE FEES made payable to **Georgia Municipal Association**

Credit Card Number _____

Credit Card Expiration Date _____

Card Holder Name _____

Card Holder Signature _____

All badge changes and cancellations must be done in writing on-line or sent to gmaregistration@spargoinc.com by May 25, 2018.

Return Conference Name Badge and Housing Form to:

Fax: 703 631-6288 (Credit Card Only)

Mail: GMA Meeting Services
11208 Waples Mill Road, Suite 112
Fairfax, VA 22030

For more information: Telephone: (703) 449-6418

E-mail: gmaregandhousing@spargoinc.com

HOTEL RESERVATIONS REQUEST

Your booth number is required to reserve a hotel room.

- Please make my hotel reservation as indicated below using Booth # _____.
- I do not require hotel accommodations at any of the hotels listed below.
- Please contact me regarding suite information.

Arrival Date: _____ Departure Date: _____

My room preference is

- Two Double Beds One King Bed

Please note: GMA cannot guarantee bed type or special requests. Please confirm your request with the hotel upon check in. All hotels have a no smoking policy.

Please mark at least 6 choices ranking them in order of preference. Shuttle service will be provided to historic district hotels (all hotels except Westin) and water taxi service is available from the Marriott Riverfront and Hyatt. Some hotel rates are higher for more than 2 occupants.

Choice	Hotels	Rate	Parking
	Andaz	\$232	\$23 (valet)
	B Historic Savannah	\$199	\$28 (self)
	The Brice (a Kimpton property)	\$223	\$18 (self)
	Comfort Inn	\$139	\$12 (self)
	Courtyard by Marriott	\$189	\$15 (self)
	Embassy Suites	\$199	\$20 (self)
	Fairfield Inn & Suites	\$179	\$15 (self)
	Hampton Inn (Bay St.)	\$196	\$13 (valet)
	Hampton Inn & Suites (Oglethorpe)	\$175	\$25 (valet)
	Holiday Inn Express (Bay St.)	\$196	\$12 (self)
	Holiday Inn Savannah (Bryan St.)	\$172	\$22 (self)
	Hotel Indigo	\$199	\$16 (valet)
	Hyatt Regency Savannah	\$225	\$15 (valet)
	Residence Inn Savannah Historic	\$229	\$15 (valet)
	Savannah Marriott Riverfront	\$201	\$18 (self)
	Staybridge Suites	\$179	\$20 (self)
	Westin	\$237+\$21 resort fee (includes self-parking)	

Room Rates are per night and do not include 13% tax, a \$1.00 city occupancy fee per night (Westin is \$2.50) and a \$5.00 Georgia hotel/motel per night fee (all subject to change without notification). The Westin's Resort Fee of \$18.00 is also subject to the 13% tax.

Riverfront Rooms: Additional fee for riverfront rooms at Hyatt, Marriott and Westin are \$50, \$30 and \$30 per night respectively and subject to availability. Please indicate "Riverfront" request on this form. Request will be submitted to hotel. Please confirm at check-in.

Room Deposit: Westin requires a two-night deposit and all other hotels require a one-night deposit all of which is refundable if cancelled at least 72 hours prior to arrival. Most hotels charge a fee for early departure.

Changes/Cancellations: All hotel changes and cancellations must be made on-line at <https://show.jspargo.com/gma17>; or in writing via e-mail: gmaregandhousing@spargoinc.com; or fax to (703) 631-6288 by **May 30, 2018** for all hotels. After **June 6, 2018** please contact the assigned hotel directly.

Guarantee Method:

- Visa MC AMEX

Number: _____ Exp. Date: _____

Name on Card: _____

Signature: _____

By signing above, I hereby agree that the credit card information will be provided to hotels for guarantee.

I will guarantee my hotel reservation(s) by check. Check deposits for hotel room guarantee *must* be mailed *directly to the hotel* stated on your confirmation **after May 31, 2018 and before June 14, 2018**. Please be sure to include a copy of your email confirmation for proper application of funds.